

January 2013 v.2 (revised Jan 8, 2013)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 HOLIDAY Normal DW refresh	2 LABOR: Reverse Month-End Estimate Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 LABOR: PP26 Normal DW refresh	8 GL: Final Close Dec 2012 LABOR: PP26 SURCHARGES Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 Normal DW refresh	15 Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 HOLIDAY Normal DW refresh	22 LABOR: PP27 Normal DW refresh	23 LABOR: PP22 SURCHARGES Normal DW refresh	24 LABOR: Jan Month-End Estimate SURCHARGES Normal DW refresh	25 LABOR: Jan NOAA CORPS Normal DW refresh	26 Normal DW refresh
27	28 DISBURSEMENTS: Last run for Jan SLTs SLTs to be approved for Jan are due to FMB by 4:00 pm ET Normal DW refresh	29 CA O/U Reversal – Part C Normal DW refresh	30 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the Prelim closing Normal DW refresh	31 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP, PO, PR CA O/U Process WIP 12:00 NOON ET Close other modules Normal DW refresh		

7 AM

The following modules will be placed in **PRELIMINARY** close for the **January 2013 General Ledger**

PR	– Purchase Requisitions	(Commitments)
PO	– Purchase Orders	(Obligations, etc.)
AP	– Accounts Payable	(Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

8:00 AM ET: AP may begin working on February 2013 transactions.

12 noon

The following modules will be placed in **PRELIMINARY** close for the **January 2013 General Ledger**

BE	– Budget Execution	Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.	
AR	– Accounts Receivable	
ALLOC	– Cost Accumulation/Allocation	(Surcharges, etc.)
	The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Thursday January 31, 2013	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	

“12 Noon Closing” should **NOT** enter ANY transactions while January 2013 is still open. **ONLY after January 2013** is closed may “12 Noon Closing” modules mentioned above begin working on February 2013 transactions.